



GENERAL SERVICES DEPARTMENT  
OPERATING PROCEDURE

Number: 2.1
Date Issued*: 11/19/2007
Reviewed/Revised: 6/20/13
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**Subject: Safety Program**

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**I. INTRODUCTION**

The General Services Department (GSD) Safety Program is focused on effective safety procedures and employee participation implemented within each of its Divisions. The Department recognizes an effective safety program directly relates to the reduction of lost time, reduced liability costs, and the development of a healthy productive work force. It is the policy of this Department and its management to support and implement Federal, State and City-wide laws, regulations, and programs through this Department-level safety program.

**II. PURPOSE**

- A. Establish unified safety direction for GSD in support of the City of Tucson safety program and established Federal and State regulations.
- B. Identify and define the responsibility and authority within the Department to provide a safe and healthy workplace for its employees.

**III. RESPONSIBILITIES**

It is the responsibility of every employee within GSD to actively participate and support the GSD Safety Program.

- A. **Department Director**  
Determines policy and gives guidance to ensure the Department programs and operations conform to City, State and Federal regulations regarding employee safety.
- B. **Department Deputy Director**  
Deputy Director has the overall responsibility to carry out the policy determined by the Department Director and ensure proper functioning of the Safety Program, to include reviewing all accident reports and validation of appropriate follow-up action.
- C. **Department Safety Coordinator**  
Safety Coordinator oversees and manages the implementation and administration of Department safety compliance programs, policies, procedures and training. Specific responsibilities include:
  - 1. Provide information, direction and assistance in complying with Departmental, City, State and Federal regulatory compliance.
  - 2. Provide point of contact and primary interface with regulatory agencies.
  - 3. Provide support relating to essential GSD safety responsibilities.
  - 4. Develop Department safety policies and procedures to ensure compliance.



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5. Assist in the development of Divisions' safety policies and procedures and ensure compliance.
6. Coordinate and develop components of the Department Safety Program.
7. Coordinate safety-related programs with other City agencies and Departments.
8. Coordinate and evaluate Department safety inspection reports. Report findings, document trends, and make recommendations for corrective action as indicated.
9. Annually review Department Safety Policies and ensure all revisions are forwarded to the Division Administrators and Safety Point of Contact.
10. Prepare annual incident loss statistics for Department review.
11. Review industrial and vehicular accidents, investigate root causes and make corrective recommendations.
12. Schedule and provide safety-training programs and coordinate the provision of safety-training resources. Specific responsibilities are detailed in the GSD Safety Training Procedure (GSD O.P. 2.11).
13. Oversee the Department Safety Review Board and implement changes in safety policy or procedures as recommended by the Board.
14. Respond to emergency situations.

**D. Division Administrators**

Division Administrators have the overall responsibility to ensure safety policies and procedures are implemented within their Division. Specific responsibilities include:

1. Provide guidance regarding safety-related issues and promote a positive safety attitude within the Division.
2. Assist Department Safety Coordinator by providing input for development of Division safety policies and procedures.
3. Designate person(s) to act as the Division (or section) Safety Point of Contact and ensure necessary time and resources are allotted for the safety program.
4. Assign a position within the Division to maintain safety records.
5. Ensure Division personnel have met required safety training and are regularly updated on safe workplace practices.



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6. Ensure Divisions are performing routine inspections on safety equipment (fire extinguishers, eyewash units, forklifts, cranes, etc.) and Division facilities.
7. Ensure all employees within their Division are made aware of safety revisions and ensure they are implemented.
8. Ensure Division Safety Data Sheet files are maintained.

**E. Superintendents**

Superintendents have overall responsibility of safety compliance within their section of the Division and are responsible for ensuring employees under their supervision follow all safety policies and procedures. Specific responsibilities include:

1. Demonstrate a positive safety attitude, be an example at all times and encourage employees to report near misses and suggest safety improvements.
2. Assist in the development of safety policies and procedures that are unique to their work disciplines.
3. Ensure safety equipment (PPE) is available and in good condition.
4. Report and correct or provide corrective recommendations for safety deficiencies to their Division Administrator, Division Safety Point of Contact and/or the Department Safety Coordinator.
5. Conduct preliminary accident investigations and review accident reports for accuracy and completeness.
6. Conduct Job Safety Analysis of their work disciplines any time a task or process changes to determine potential hazards. The Department Safety Coordinator will provide assistance with this process.

**F. Supervisors**

Supervisors have the overall responsibility for implementing policies and procedures within their area of responsibility, ensuring that they are understood and followed. Specific responsibilities include:

1. Promote and instill a positive employee attitude towards safety in the workforce.
2. Ensure no employee performs a task until the proper safety training and appropriate documentation of that training is completed.
3. Utilize performance evaluations to document compliance with Department Safety policies and procedures and employee attitude towards safety within the workforce.



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4. Ensure safety equipment (PPE) is utilized properly.

**G. Employees**

It is the responsibility of every GSD employee to follow the policies and procedures outlined in the Department Safety Program, including:

1. Demonstrate a positive attitude toward workplace safety and actively participate in safety activities designated by the Department and Division.
2. Demonstrate safe work practices at all times, including the appropriate use of personal protection equipment.
3. Understand and comply with Department/Division safety policies, procedures and regulations.
4. Report all accidents and injuries immediately to their supervisor.
5. Become familiar with safety practices and potential hazards associated with their job assignments.
6. Recognize potential and actual workplace safety hazards and near misses and correct them when possible. If unable to remedy the hazard, the employee shall report the hazard immediately to supervision.
7. Keep supervision informed of any limitations that interfere with the safe performance of their assigned tasks.



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**Attachments:** None

**References:** GSD Operating Procedure #2.2 Accident Reporting  
GSD Operating Procedure #2.3 Safety Audits  
GSD Operating Procedure #2.4 Emergency Evacuation  
GSD Operating Procedure #2.5 Fall Protection  
GSD Operating Procedure #2.6 Hazard Communication Program  
GSD Operating Procedure #2.7 Safety Hazard Reporting  
GSD Operating Procedure #2.11 Safety Training  
GSD Operating Procedure #2.12 Eye Protection

OSHM - Occupational Safety and Health Manual

<http://drupal.ci.tucson.az.us/occupational-safety-and-health-manual>


ADOSH - Arizona Division of Occupational Safety and Health

[http://www.ica.state.az.us/ADOSH/ADOSH\\_main.aspx](http://www.ica.state.az.us/ADOSH/ADOSH_main.aspx)

**Review Responsibility and Frequency:** General Services Department Safety Coordinator shall review this procedure annually.

**Authorized:**

  
\_\_\_\_\_  
Department Director

  
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Date